

CHAPTER 4

PREPARING FOR ADVANCEMENT

The educational services officer (ESO) should be familiar with the different types of NRTC's available to both officer and enlisted personnel. He or she should know how they are administered and who administers them.

The ESO should understand the role Nonresident Training Courses (NRTC's) play in the advancement process and in the training of enlisted and officer personnel. He or she should also be familiar with the proper procedures for obtaining and grading these courses. The basic reference for NRTC's is the *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. The latest copy of this reference may be found at www.advancement.cnet.navy.mil.

In this chapter we will be discussing the following information:

- The purpose of nonresident training courses.
- Procedures for ordering training materials.
- Procedures for administering courses.
- Procedures for ordering and controlling answer keys.
- Procedures for grading courses.
- The purpose of distribution statements.
- Central enrollment.
- The purpose and use of occupational standards and naval standards.
- Publications used to prepare for advancement.

NONRESIDENT TRAINING COURSES (NRTC)

Learning Objectives: *Identify the general purposes, components, and format of NRTC's; explain the different components of administering the NRTC program and NRTC answer keys; explain the purpose of Distribution Statements.*

NONRESIDENT TRAINING COURSE (NRTC)

An NRTC (formerly "Rate Training Manuals," "TRAMANS," or "Correspondence Courses") is a

self-study package designed to help a student acquire Navy professional or military knowledge. The package normally consists of a course text and a set of course assignments, and may be delivered in hard copy, electronically, or both. In some cases the text for an NRTC may be an existing manual, instruction, or an off-the-shelf commercial textbook. An end of course test (EOC) may be included for some courses.

NRTC's Provide:

- Enlisted personnel: A source of study for advancement-in-rate examinations and self-improvement.
- Officer and enlisted personnel: A source of information about the professional and military skills and knowledge required by enlisted ratings.
- U.S. Naval Reservists (USNR): The capability to enhance their professional and military skills and knowledge and the opportunity to earn retirement points.
- Commanding officers: A means of monitoring professional knowledge of enlisted personnel.

NRTC Types. There are two types of NRTC's:

- NRTC's with assignments and text. In this case, text and assignments are developed together as a package. The text provides an organized presentation of the subject matter. It contains learning objectives and may contain embedded questions, review questions, assignments, and other exercises designed to assist the learner. Throughout the text, the learner is provided with references to related publications for further study. The text should be used as the source of information for answering questions in associated assignments or EOC tests.
- NRTC's with assignments based on other publications. Some NRTC's consist only of assignments that are written for existing directives, instructions, manuals, commercial textbooks, etc.

NRTC Content. Some NRTCs are occupational; that is, they are developed for specific ratings (i.e., MN, BM, QM, etc.) or communities of ratings with shared occupational knowledge (i.e., electricity/electronics: ET, EM, AT, STG, etc.). Other courses cover military knowledge information and are applicable to all ratings. Both occupational and military knowledge NRTCs often refer the learner to other publications for additional or detailed information.

NRTC Formats. Texts and course assignments may be issued as merged documents or as two or more separate publications. Some NRTCs are issued as two or more “volumes” if necessary to adhere to binding restrictions; others are issued as a series of “modules” if the subject matter is related. NRTCs are designed and delivered in formats that best suit the learning environment and needs of the target audience and efficient management of Navy resources.

Q1. NRTCs normally consist of two major components. Name these two components.

Q2. Many enlisted personnel use NRTCs as a source for _____ study.

ORDERING NONRESIDENT TRAINING COURSES

The most common NRTC that ESOs must order are the courses that are recommended for advancement in rate. These NRTCs are listed in the *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. This catalog also explains how to procure each course and how each course is administered. This catalog is produced by the Naval Education and Training Professional Development and Technology Center (NETPDTC). This catalog is your most important reference when dealing with NRTCs. You can access this catalog for view or download at NETPDTC’s web site. The catalog contains a wealth of information that will help you maintain the courses needed to support your command. **YOUR JOB AS AN ESO WILL BE MUCH EASIER IF YOU ARE THOROUGHLY FAMILIAR WITH THE CONTENTS OF THIS CATALOG!**

Plan Ahead. You should refer to your command’s Enlisted Distribution and Verification Report (EDVR) to identify the different rates/ratings, and the number of personnel in each rate/rating, that your office must support. Using EDVR data, you should be able to accurately project the types and numbers of courses you’ll need for a given year. Keep in mind that certain

courses such as the military requirements courses (i.e. Military Requirements for PO3, PO2) and apprenticeship courses (AN, FN, SN) are used by most ratings.

How to Order. The front matter of the catalog contains a section titled “INFORMATION ABOUT ORDERING PRODUCTS.” This section explains WHO can order, HOW to order, and WHERE to order from. This section also provides tips on ordering, how to order, points of contact for order assistance, and samples of how to format orders. You should become very familiar with this section of the catalog.

Q3. Name the publication that lists current NRTCs and explains the NRTC ordering process.

ADMINISTERING COURSES

Completing Courses. Courses received by the command should be given to the students in a timely manner. The ESO should advise the students to follow the procedures outlined in the front matter of each course assignment booklet. The students may refer freely to texts and reference materials in completing their courses. They may seek advice and instructions from others.

Classified Courses. Classified courses are shipped to the “Commanding Officer - Attention: Security Officer.” Before ordering a classified course, ESOs should ensure:

- The student has a legitimate need for the course and the appropriate security clearance.
- Safeguards are available to provide required protection for the course.
- Classified courses are stowed, controlled, and destroyed in the same manner as other classified materials.

Answer Sheets. One answer sheet is provided in the back of each NRTC. This sheet may be duplicated for local use. You can also order answer sheets, NAVEDTRA 1430/5, via the supply system under stock number 0502-LP-216-0100. You can also download answer sheets from NETPDTC’s web site (see above).

Answer Keys. Ordering. Local commands administer and grade NRTCs. Answer keys for NRTCs may be ordered in the same manner as the NRTC. Commands may order ONLY one (1) answer key for each course administered at that command. **ANSWER KEYS ARE NOT ORDERED FROM NETPDTC.** All

answer keys must be controlled and maintained by a commissioned officer, designated Chief Petty Officer (E-7/8/9) or an ESO at all times. The ESO retains the NRTC answer keys listing the correct answer to each question.

Controlling. Answer keys must be closely controlled. Answer keys require the same security as advancement examinations (BUPERSINST 1430.16). Report loss of answer keys in the same manner as reporting a lost advancement examination. Destroy answer keys using local instructions for destroying classified material. ESOs should keep answer keys in a locked safe and closely supervise access. Such control and supervision should not adversely affect any of the following situations:

- Divisional sub-custody of answer keys to commissioned officers or designated CPOs
- Actual grading by selected enlisted personnel, under the direct and continuous supervision of a commissioned officer or designated CPOs and ESO
- Local duplication of answer keys, provided they receive the same security as the originals

Q4. True or False. You may locally duplicate the answer sheet provided in the back of an NRTC.

Q5. True or False. Answer keys should be provided the same protection as advancement exams.

GRADING COURSES

The passing score for each NRTC assignments is 3.2. A student who gets a failing score on any assignment must rework that failed assignment. The maximum score on a resubmission is 3.2.

- ESOs record and report grades as follows:
- Officer—Page 1070/613
- Enlisted—Page 1070/604
- Naval Reserves report grades via Reserve Standard Training Administration and Readiness Support (RSTARS)

You may inform students of the correct answer to any question they answer incorrectly, and, you may inform the student on what page they may find the correct answer. Do not return graded answer sheets to the student. Graded answer sheets are destroyed by the ESO.

ESO at Naval Reserve centers, Naval Air Stations, and other Reserve-affiliated activities should ensure inactive-duty reservists receive appropriate retirement points for courses they take. The ESO should refer to NAVEDTRA 12061 to verify proper retirement point credit.

Q6. What is the passing score for all assignments and courses?

DISTRIBUTION STATEMENTS

The Naval Education and Training Professional Development and Technology Center (NETPDTC), assigns distribution statements to all NRTCs. ESOs should be familiar with the various distribution statements. They are used to determine who is authorized to request certain publications. The following is a brief summary of each statement:

- Distribution Statement A: Approved for public release; distribution is unlimited.
- Distribution Statement B: Distribution authorized to U.S. government agencies only.
- Distribution Statement C: Distribution authorized to U.S. government agencies and their contractors.
- Distribution Statement D: Distribution authorized to DoD and DoD contractors only.
- Distribution Statement E: Distribution authorized to DoD components only.

For comprehensive information on distribution statements, refer to DoD Directive 5230.24 and SECNAVINST 5510.36.

Q7. An NRTC that is approved for public release will have what distribution statement?

CENTRAL ENROLLMENT—CHANGES IN COURSE ORDERING PROCEDURES

Nonresident training courses (NRTCs) are normally ordered by individual commands that use the Naval Supply System MILSTRIP ordering process. That process is being phased out as current stocks are depleted. This process is gradually giving way to a centralized ordering and enrollment process that features direct contact between the Fleet and the Navy Advancement Center. Sailors will “enroll” in courses instead of “ordering” a course as before. Once a Sailor is enrolled in a course, the Navy Advancement Center will print and ship the course. Once enrolled, the Navy

Advancement Center will also grade the courses and provide course completion confirmation. Sailors will have the ability to grade their assignments instantly by logging on and entering the answers directly into our web site, www.courses.cnet.navy.mil. Assignment answer sheets may also be mailed to the Navy Advancement Center for grading. However, the Navy Advancement Center will only accept answer sheets the student received with the course and for the entire course at one time.

OCCUPATIONAL STANDARDS AND NAVAL STANDARDS

Learning Objectives: *Identify naval standards and occupational standards; determine the purpose of each set of standards.*

Volume I of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, fully describes both occupational standards and naval standards. Before preparing personnel for advancement, the ESO should know the difference between an occupational standard and a naval standard.

OCCUPATIONAL STANDARDS

Occupational standards (OCCSTDs) are the minimum skills required for each rating. They form the foundation for the training, advancement, and distribution of all Navy enlisted personnel. OCCSTDs for the lower paygrades cover routine tasks. OCCSTDs for progressively higher paygrades cover more difficult tasks and tasks requiring additional experience or involving supervision. However, proper authority may call upon personnel of any rating or rate to perform any task or duty, depending upon the circumstances of the local command. OCCSTDs do not restrict or limit the use of personnel or set limitations as to what rating should perform any given duty.

NAVAL STANDARDS

Naval standards (NAVSTDs) are the minimum non-rating-specific skill and knowledge requirements for enlisted personnel in paygrades E-2 through E-9. For example, all first class petty officers must know how to write performance evaluations. Naval standards together with occupational standards form the basis for implementing and supporting actions for

enlisted manning, distribution, recruit training, military requirement training, and advancement. They also express requirements for skill or knowledge and abilities those individuals must be proficient in, even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a naval standard as part of their advancement process. Naval standards also cover essential virtues of pride of service in support of the oath of enlistment. All of these standards directly contribute to the mission of the Navy.

Q8. Occupational standards and naval standards are fully described in what volume of NAVPERS 18068?

PUBLICATIONS USED TO PREPARE ENLISTED PERSONNEL FOR ADVANCEMENT

Learning Objectives: *Identify the role the Bibliography (BIB) for Advancement-In-Rate Exam Study and the Advancement Handbooks play in the Navy advancement system and how to obtain them; identify Personnel Qualification Standards (PQS) and the roles they play in training; identify the Petty Officer Indoctrination Course (POIC) and the Chief Petty Officer Indoctrination Course (CPOIC); and explain the course-ordering procedures.*

The ESO should have all of the publications needed to assist personnel in their advancement. We will discuss the most important publications in the following paragraphs.

BIBLIOGRAPHY FOR ADVANCEMENT- IN-RATE EXAM STUDY

The *Bibliography (BIB) for Advancement-In-Rate Study* is the basic reference for all rates and ratings. BIBs are developed by the exam writer (a chief petty officer) to help Sailors study for the advancement-in-rate examination. BIBs are a list of references that include training courses (NRTC's), instructions, technical manuals, guides, and other publications commonly used in a rating. BIBs for all ratings will be available **ONLY IN ELECTRONIC FORMAT** and will be posted (issued) **THREE** times a year. The E4/E5/E6 BIBs will be posted in March and September and the E7 is posted in July.

When BIBs are issued:

- BIBs posted in March will be for active duty E4/E5/E6 September exams and for Selective Reserve E4/E5/E6 February exams (for the following year).
- BIBs posted in July will be for active duty E7 exams and for Selective Reserve E7 February exams (for the following year).
- BIBs posted in September will be for active duty E4/E5/E6 March exams and for Selective Reserve E4/E5/E6 August exams (for the following year).

BIBs are available only in electronic format from the following sources:

- NETPDTC Advancement web page—www.advancement.cnet.navy.mil.
- NETPDTC Bulletin Board DSN 922-1394/1820 or commercial (850) 452-1394/1820.
- Streamlined Automated Logistic Transmission System (SALTS)—For information on how to access SALTS, see your supply department, or call DSN 442-1112 or commercial (215) 697-1112.

Q9. BIBs for all ratings will be posted (issued) how many times a year?

ADVANCEMENT HANDBOOKS

Advancement Handbooks were developed to help Sailors focus their study efforts for Navywide advancement-in-rate examinations. The Advancement Handbook provides skills and knowledge components for each paygrade in each rate. The design of the Advancement Handbooks is set up to present general skill areas that are broken down into specific skills or task expected of a rate. Next it describes the knowledge level of that task and the references that support or teach the task. Finally, it describes the types of questions that may appear on examinations. The BIBs together with Advancement Handbooks form a comprehensive examination study package. Advancement Handbooks are only available in electronic format on NETPDTC's website.

MANDATORY TRAINING COURSE REQUIREMENTS

There is no longer a requirement for ESOs to verify the completion of NRTC's (formerly Rate Training

Manuals) for candidates to participate in the Navywide examinations. HOWEVER, to compete for promotion to the next higher paygrade, personnel must demonstrate that they have the knowledge and competence to successfully perform at the next higher level. It is recommended that they demonstrate this ability, in part, by completing NRTC's.

PERSONNEL ADVANCEMENT REQUIREMENTS

Personnel Advancement Requirements (PARs) are no longer required for advancement. HOWEVER, the performance tests required by some ratings are still a valid requirement for advancement. Ratings requiring completion of a performance test can be found in NAVPERS 18068F.

PERSONNEL QUALIFICATION STANDARDS

The Personnel Qualification Standards (PQS) Program qualifies officer and enlisted personnel to perform certain duties. PQS is a compilation of the knowledge and skills personnel must have to qualify for a specific watchstation, maintain specific equipment, or perform as a team member within a unit. The ESO should know where to find PQS materials. The *Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5, contains a key word listing of all PQS requirements and PQS supplementary products, their NAVEDTRA numbers, and their stock numbers.

PQS is also available in electronic format from the following sources:

- NETPDTC web page.
- NETPDTC Bulletin Board DSN 922-1394/1820 or commercial (850) 452-1394/1820.
- Streamlined Automated Logistic Transmission System (SALTS)—For information on how to access SALTS, see your supply department, or call DSN 442-1112 or commercial (215) 697-1112.

Q10. A key word listing of all PQS requirements and PQS supplementary products, their NAVEDTRA numbers, and their key stock numbers are located in which publication?

PETTY OFFICER AND CHIEF PETTY OFFICER INDOCTRINATION COURSES

Completion of the *Petty Officer (POIC)* and *Chief Petty Officer Indoctrination Courses (CPOIC)* are mandatory for new third class petty officer and chief petty officer selectees. E-4 and E-7 selectees may not be frocked or advanced until they have completed the appropriate course. However, commanding officers of training commands may authorize frocking for student CPO selectees before they complete the *CPOIC* if the course is not available at the training command. Although a temporary waiver may be granted for frocking purposes, completion of the *CPOIC* is required before the advancement is effected. Personnel in training commands and accelerated advancement programs must also complete the *POIC* before frocking or advancement to petty officer third class. Personnel must complete the *POIC* even if they are advanced to Third Class Petty Officer by programs other than the Navywide advancement examination.

The *POIC* and *CPOIC* were developed to ease the transition of newly advanced enlisted personnel as they assume the responsibilities of new and unique roles. Individual commands should conduct these courses when feasible. Consolidated training by several commands, which is considered to be more effective for the *CPOIC*, is recommended if possible. The command master chief should be the organizational coordinator for both courses. If possible, chief petty officers with instructor experience should conduct the courses.

The *CPOIC* and *POIC* onboard training packages consist of two components: the Student's Journal (S.J.) and the Instructor's Guide (I.G.).

The S.J. is a narrative text presented in a modified outline format. It includes a topical outline, a course overview, key points, supplemental readings, and references. Each page contains space for student notes. The S.J. becomes the property of the student upon completion of the course.

The I.G. is the "working document" for the instructor. It contains all the information found in the S.J. in an outline format. It also contains questions the instructor may use to stimulate classroom discussion. The I.G. should be "personalized" to fit the policy, doctrine, and climate of the command.

Petty Officer Indoctrination Course

The *POIC* is a 22-hour onboard training course covering a wide range of subject matter areas. The I.G. (NAVEDTRA 38201) and S. J. (NAVEDTRA 38200) are divided into the following nine units of instruction:

1. Roles and responsibilities of a petty officer.
2. Developing leadership and management skills.
3. Basic needs and human behavior.
4. Communicating with others.
5. Standards in the Navy.
6. Counseling.
7. Discipline.
8. Military justice and the petty officer.
9. Pride, professionalism, and personal excellence.

Chief Petty Officer Indoctrination Course

The *CPOIC* is a 25-hour onboard training course designed to prepare newly selected CPOs for transition from PO1 to CPO. The course is designed to answer as many questions as possible regarding this major milestone in a Navy person's career. The I.G. (NAVEDTRA 38203) and S.J. (NAVEDTRA 38202) are divided into the following 10 subject matter areas:

1. Introduction to the Chief Petty Officer Indoctrination course.
2. Professionalism.
3. Communication skills.
4. Management skills.
5. Leadership skills.
6. Command climate.
7. Counseling.
8. Chief petty officer's quarters and messes.
9. Navy programs and policies (for example, the Substance Abuse, and Sexual Harassment Programs).
10. CPO uniforms history, requirements, and regulations.

Ordering CPOIC and POIC Publications

Since the *CPOIC* and *POIC* publications are updated annually, the ESO should order new S.J.s and

I.G.s for each CPO advancement cycle. The normal issue for each training package is 1 I.G. for every 15 S.J.s. The ESO should order the courses using the electronic MILSTRIP format. Your supply department should be able to provide you assistance with the MILSTRIP. The *Catalog of Nonresident Training Courses*, NAVEDTRA 12061, provides detailed ordering procedures.

Q11. Can E-4 personnel be frocked or advanced without completing the Petty Officer (POIC) Indoctrination course?

Q12. Who can authorize frocking for student CPO selectees before they complete the CPOIC if the course is not available at the training command?

Q13. How many components do the CPOIC and POIC onboard training packages consist of?

SUMMARY

The ESO works extensively with the Nonresident Training Courses. All Navy personnel will need to take a course at some time. The ESO needs to know how to obtain the courses and how to administer them. The *Catalog of Nonresident Training Courses*, NAVEDTRA 12061, contains the most current titles, NAVEDTRA numbers, and stock numbers.

The Advancement Handbook and the Bibliography for Advancement-In-Rate Study are the most important study guides available for enlisted personnel preparing for advancement. Advancement Handbooks provide a year-round study guide and the BIBS provide a more detailed list of references to study right before the examination. NETPDTC publishes the Advancement Handbooks and Bibliography for Advancement-In-Rate for each rating. BIBs list

publications (called references for advancement exam study purposes) commonly used in a rating. The exam writer (a chief petty officer) to support exam questions uses these same references; exam candidates are, therefore, strongly urged to study them. These Handbooks and BIBs are not distributed automatically; therefore, the ESO is responsible for ensuring they are available to command personnel.

The CPOIC and POIC must be available after each exam cycle. E-3 and E-6s cannot be frocked or advanced without completing the appropriate course.

REFERENCES USED TO DEVELOP THIS CHAPTER

Department of the Navy Information and Personnel Security Program, SECNAVINST 5510.36, Office of the Chief of Naval Operations, Washington, D.C., 1999.

Catalog of Nonresident Training Courses, NAVEDTRA 12061, Naval Education and Training Professional Development and Technology Center, Pensacola, Fla., 2001.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, NAVPERS 18068F, Bureau of Naval Personnel, Washington, D.C., 1997.

MILSTRIP/MILSTRAP Desk Guide, NAVSUP Publication 409, Navy Supply Systems Command, Arlington, Va., 1993.

Personnel Qualification Standards Catalog, NAVEDTRA 43100-5K, Naval Education and Training Professional Development and Technology Center, (Code N34), Pensacola, Fla., 1996.

**ANSWERS TO EMBEDDED
QUESTIONS**

CHAPTER 4

- A1. *Text and assignments.*
- A2. *Advancement exam.*
- A3. *Catalog of Nonresident Training Courses, NAVEDTRA 12061.*
- A4. *True.*
- A5. *True.*
- A6. *3.2.*
- A7. *Distribution Statement A.*
- A8. *Volume I.*
- A9. *Three times a year.*
- A10. *The Personnel Qualifications Standard Catalog, NAVEDTRA 43100-5.*
- A11. *No.*
- A12. *Commanding officers of training commands.*
- A13. *Two.*